

STATINTL

Approved For Release 2003/04/29 : CIA-RDP84-00780R003400010014-1

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SECRET
EYES ONLY

Meeting

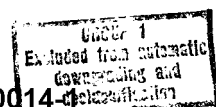
MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with Executive Director-Comptroller on 11 February 1970

1. Present were Messrs. Bannerman, Karamessines, Smith, Duckett, Stewart, Houston, and the undersigned.
2. Personnel Accounting. The Director of Personnel reviewed briefly the presentation made last November by [] and, referring to the agenda attachment, requested concurrence to proceed with the same exercise in the other Directorates. Messrs. Smith, Karamessines and Duckett concurred. The Executive Director approved the request and asked that, from time to time, progress reports be made.
3. The travel service proposal was next considered. Concern was expressed over security and publicity considerations. It was the consensus that any such group would unavoidably be identified as CIA. Several asked whether, in terms of cost to the employee, this would make a substantial difference. The Office of Personnel is to prepare some cost comparisons and submit for reconsideration.
4. The Executive Director reported that he had a meeting with the two outgoing chairmen of the Management Advisory Group. It is apparent that the existence of the MAG is becoming better known as individual employees are now raising items with their Directorate representatives, some of which, perhaps, should more appropriately be directed to the Inspector General. Each of the Deputies was asked to meet with his representatives on the MAG and provide to them a contact point in the Directorate to which such items might in turn be reported.
5. It was tentatively agreed that the weekend away from Washington would be 14-15 March.
6. The Executive Director distributed the final version of the memorandum, subject: Personnel Ceilings for FY 1970 and FY 1971. He shared his thinking on the matter of the time span between the employee's being advised that he was surplus and his actual date of separation. He recognized the reasons for making it a short period but felt, in the long run, that fairness to the employee in providing time to help in any way we

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can was the wiser course. He noted that he made some modifications of deadlines of the originals proposed in the first draft, but repeated that by 1 July we should know what the problem is. It was noted that the memorandums did not spell out the procedures which would be used in the Directorates for identifying surplus personnel. The Executive Director charged the Director of Personnel with insuring that those internal procedures are fair, appropriate, and defensible.

7. There was a brief discussion of the amendments to the approval system designed to insure consistency in the exercise of the respective Deputies' authorities. Copies of the proposed system were distributed for comment and, should it be desired by one or more of the Deputies, it will be made an agenda item for a later meeting.

Robert S. Wattles
Director of Personnel

Distribution:

- 0 - Return to OD/Pers
- 1 - ExDir-Compt
- 1 - DD/I
- 1 - DD/P
- 1 - DD/SAT
- ✓ 1 - DD/S
- 1 - General Counsel
- 1 - IG
- 1 - D/Pers Chrono

OD/Pers/RSWattles:mtw (13 Feb 70)

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Executive Registry

70-668

9 February 1970

Meetings

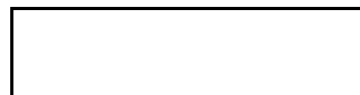
MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support
General Counsel
Inspector General

SUBJECT : Agenda for Deputies Meeting on Wednesday,
11 February 1970

At our meeting at 2:00 on Wednesday, 11 February, the following topics will be discussed:

a. Personnel Accounting. A copy of a memorandum to the Executive Director from the Director of Personnel was forwarded to each of you on 29 January.

b. Employee Activity Association Travel Service. The attached plan will be discussed.



L. K. White

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Attachment

cc: Director of Personnel

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29 JAN 1970

70-485

MEMORANDUM FOR: Executive Director-Comptroller

Colonel White:

The attached plan appears sound from the standpoint
of security and employee benefit. I request your concurrence.

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R. L. Bannerman
Deputy Director
for Support

Att: Memo dtd 27 Jan 70 to DD/S
fr D/Pers, subj: Employee
Activity Association Travel
Service (DD/S 70-0340)

CONCUR:

L. K. White
Executive Director-Comptroller

Date

Distribution:

Orig - Adse (Pls return to DD/S to be
forwarded to D/Pers)

- 1 - ER
- 2 - DD/S
- 1 - DD/Pers/SP
- 1 - C/BSD
- 1 - EAA

70-0340

27 JAN 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Employee Activity Association Travel Service

REFERENCE : Your Memo to Executive Director-Comptroller
(DD/S 67-1656), dtd 30 Mar 67, Same Subject

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 7.

2. The Employee Activity Association (EAA) has continued to receive inquiries from its members regarding the possibility of a travel program as an additional recreation service available to overt Agency employees and their families. In referent memorandum a travel plan was proposed which would utilize the [redacted]

[redacted] This proposal was disapproved by the Executive Director-Comptroller on the basis that [redacted]

3. Believing still that a travel program could be developed, we obtained the Office of Security's approval to initiate discussions with [redacted]

[redacted] Both firms are interested in entering into a travel program with the Agency and offer similar services and commissions on yearly gross sales. In addition, both firms on specified trips provide a free seat for disposition as EAA deems appropriate. We contemplate in such instances selling the seat, thereby acquiring additional revenue for EAA above the normal commission. EAA's commission would be based on the following yearly gross sales:

\$ 0 - \$ 5,000	No Commission
\$ 5,000 - \$10,000	1% Commission
\$10,000 - \$50,000	2% Commission
\$50,000 and up	3% Commission

Of the two firms contacted we prefer the [redacted] Inc., because of the excellent relationship the Agency has had for many years with [redacted] who heads the Washington, D. C., office of [redacted]

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GROUP 1
Excluded from automatic
downgrading and
declassification

4. Concurrence by the Office of Security and the Central Cover Staff in such a travel program has been obtained subject to the following specific controls:

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a. The general manager of [] Plans, Inc., and [], the owner, will be the only witting individuals even though it may be necessary to permit one of their employees to receive and answer calls from travelers.

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b. As each travel tour is developed the proposal will be reviewed by the Office of Security prior to being announced.

c. Only overt EAA members will be permitted to participate.

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d. All Agency employees participating in EAA - sponsored tours shall receive a security briefing prior to their departure; foreign tour participants will be briefed on the provisions of []

e. All tours requiring travel by air will be on scheduled, U. S. carriers.

f. All Agency participants will be screened by Central Cover Staff to be sure that none is under cover.

g. At no time would EAA travelers be identified on the travel manifest as Agency employees; they would be listed as travelers of an organized [] tour with only home addresses shown.

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5. EAA would assume the responsibility for announcing trips, collecting applications with the required down payments, and forwarding such applications and down payments on a monthly basis to the travel firm. Additional information and final details concerning any scheduled trip would be handled by the travel firm directly with the traveler.

6. We believe this travel program has considerable merit. It affords EAA members attractive, economical, package plans comparable to those

available to members of other Federal recreation associations, and also provides another source of revenue for EAA. If approved, trips of short duration will be initially offered until sufficient experience has been gained to broaden its scope.

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7. It is recommended that EAA be authorized to develop through [redacted] a travel service for its overt EAA members subject to continuing review and concurrences by the Office of Security and Central Cover Staff as outlined in paragraph 4 above.

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[redacted]
Robert S. Wattles
Director of Personnel

The recommendation contained in paragraph 7 is approved.

R. L. Bannerman
Deputy Director
for Support

Date

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- 2 - DDS
- 1 - D/Pers
- 1 - DD/Pers/SP
- 1 - C/BSD
- 1 - EAA

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